

## Check list for applicants to double check documentation prior to applying

### **\*\*SINGLE-SIDED COPIES OF DOCUMENTS ONLY**

1. **NGB 34-1** must be complete with original signature
2. Photocopy of **Military Physical** less than 2 years old
  - Must have HIV less than 6 months old at time of application
  - Must have Drug test results completed with physical
  - Must have a **DD 5500-R/5501-R** attached if applicable
  - Pregnancy test must be less than 30 days old
3. **Official military photograph** in Class A uniform (less than one year old)
4. Certified true copy of **USMC SRB (enlisted) USMC OQR (officer)** (certified by Record Custodian)
5. Copy of **all DD214's / NGB 22's** showing all prior service in chronological order
6. **Current** Security Clearance verification memorandum from the State Personnel Security Manager verifying all information on DA Form 873 (Certificate of Clearance and/or Security Determination)

<u>Secret Clearance</u>	<u>Top Secret Clearance</u>
Not more than 10 years old	Not more than 5 years old

7. Legible copy of current civilian driver's license
8. Completed **DD 368 (Request for Conditional Release)** for all Army, Air Force, Navy and Marine Corps Reserve and Active Duty applications
9. Letter from commander stating soldier is in 'good standing', 'of good moral character', and 'is not currently under any type of any punitive actions' to include on going investigations or adverse dispositions (this letter must quote the 3 categories as stated)
10. Single sided photocopy of last **5 PERFORMANCE EVALUATIONS** (provide a letter of explanation if report(s) not available)
11. Biographical Summary completed **IAW templates** provided by NGB-MD, contact representatives at 1-877-463-1010 Eastern Standard Time
12. Copies of College Transcript (Requirement for Officers)
13. Strongly suggest the following documentation be provided in application packet:
  - Copies of Awards and Decorations
  - Letters of recommendation from immediate supervisor and/or Commander
  - Letters of intent (A memorandum stating why you are a good candidate for this position)